**Present**: Heather Davis Schmidt, Linda Simon, Barb Rasmussen, Sarah Conkle, Shannon Fiebelkorn, Stacey Rossmiller, Amy Smart, Susie Mueller, Nicole Schreckendgust, Burley McWilliams

**Absent:** Leon Slater, Dave Rott, Andrea Schuelter, Carl Thornblade, Molly Iverson, Catherine (Carrie) Sweatland, Michelle Thornblade, Tracy Ursery

1. The primary purpose of this meeting was to make initial plans of how the district discussion re: district served peanut butter should be structured. Future meetings regarding this topic will be publicly announced meetings and follow those parameters.
2. What groups, people or various stakeholders need to be involved in a discussion to give them information and/or get information from them?
   * School board
   * Parents; with and without Life threatening allergies ( LTA)
   * Food service staff including cooks and duties
   * Teachers at all levels
   * Kids; 4th grade and up
   * Administrators
   * All school staff/community members
   * School Nurses
   * Allergists
   * Pediatricians
   * Research Experts
3. How do we involve those groups?
   1. To give information to them prior to getting information
      * Newsletter
      * Town hall, New show
      * Connect 5
      * PTA meetings
      * Staff meetings ( of various types i.e. cabinet, principal, school staff, food service, nursing)
      * Volunteers?
   2. To get information from them:
      * Survey(s), may need to have both verbal and electronic depending upon purpose and who
      * Town hall
      * Student government meetings
4. What information do we need to collect first/ what information do we need to give?
   1. What do other schools do? What schools have stopped serving any nuts/peanuts? Have any banned peanuts/nuts?
      * **To clarify**: discussion is centered on elimination of district served peanut product i.e. pre-packaged peanut butter and jelly sandwiches. (Tree Nuts aren’t served now). The request is due to the stickiness of peanut butter/oils of peanuts/nuts that are more readily spread.
      * What are those schools policies, how is it practices and what has the impact been? (Financial both to food program and any reduction in free and reduced usage, reduced allergy reactions, all students, etc.)
   2. What might our district’s impacts be (see above)
   3. What alternatives to P&J are there? Are they realistic? What vegan, vegetarian and gluten free options are there?
   4. What is MCPS number of LTA’s and what # include to peanuts?
   5. What do expert organizations advise? What is evidence practice supporting?
      * Any research cited should be from reputable source with source cited
5. What 5 school districts should we obtain information from?
   1. Hellgate elementary: it is our understanding that they do not serve peanut/tree nut products but students are allowed to bring in.
   2. Billings, Montana: It is our understanding that ONE elementary schools has done the above as well
   3. Portland, Oregon: This was recently discussed by the school board there and it was decided to continue to serve PB&J.
   4. TBD Sarah will research tow more similar size districts that have stopped serving
   5. TBD peanuts/nuts. Apt to be East coast, etc.
6. Who will research those 5 districts and what will be asked?
   1. Heather will call each district administrator
   2. Linda will call each district school nurse
   3. Stacey will call each district food service
   4. Sarah ( and/or Amy and Shannon) will call/email parents of children with and without LTA at each district
   5. Each of the above committee members will write what minimal set of questions to be asked. Additional information may be obtained depending upon the situation.

DRAFT TIMELINE:

|  |  |
| --- | --- |
| When | What |
| September | Share research |
| October | Organize research and information by what is most important and relevant into a 5-10 minute power point |
| November  December  January | Disseminate information through various means and to various groups  Survey development |
| (early) February | Send survey(s) out |
| (late) February | Analyze data from survey’s |
| March | Town Hall: further information gathering |
| March ( late) | PN&P to bring findings |
| April | Full Board to bring finding |

HOMEWORK PRIOR TO NEXT MEETING

|  |  |  |
| --- | --- | --- |
| What | Who | Deadline |
| Other district survey question development | Heather, Linda, Stacey and Sarah/Amy/Shannon | June 10th |
| Finding two other similar size districts to survey | Sarah | ?? June/July |
| Alternative food research | Amy & Shannon | June 10th |
| Financial impact to MCPS if PB not served | Stacey | June 10th |
| Research: literature etc. | Stacey, Sarah, Amy and Shannon | September 1st |
| Research: other districts | Heather, Linda, Stacey and Sarah/Amy/Shannon | September 1st \* May be challenging with schools closed for summer |

1. Second part of this meeting was a brief re-visit of the development of the various forms ultimately to be the updated Administrative Procedures.
2. Discussed the various timelines for editing and adjusted slightly. See homework
3. Discussed the idea that the various forms may be more user friendly if morphed into one document with a page for each entity i.e. parent, student, school nurse, teacher, principal, etc. See homework.
4. Discussed that some interventions are 504 related accommodations and need to be sorted out from those that would apply across the board in all environments to all LTA students; see homework

DRAFT TIMELINE:

|  |  |
| --- | --- |
| When | What |
| By June 20th | Committee offers feedback to various forms |
| By July 15th | Committee edits |
| By August 6th | District review |
| Early September | Attorney review |
| September | Cabinet review |
| September 24th | PN&P review |
| October | Full board review |

HOMEWORK PRIOR TO NEXT MEETING

|  |  |  |
| --- | --- | --- |
| What | Who | Deadline |
| Group will be re-sent all the current and various forms  (communication check list, list of responsibilities and training plan) | Linda | June 5th |
| Addition of peanut/nut free table guidelines and school nurse “communication list” to be sent to all members | Linda | June 5th |
| High school “communication list” re-edited | Sarah from Susie’s list then Sarah to communicate with Leon | June 6th if possible |
| Comments for edits | Committee members (send to group) | June 20th |
| Communication, responsibility and training forms:   * consolidated into various role handouts that only have items that are applicable to all LYA students in all environments in the various school levels * Items that are student specific i.e. 504 accommodations are formatted separately | Sarah/Shannon/ Amy | July 15th |
| District Review | Heather and Linda | August 6th |
| Attorney Review | Heather lead | August |
| Cabinet review | Heather lead | September |

**MEETING SCHEDULE:**

Every 1st and 3rd Thursday 4:30-6:00 pm

|  |  |  |
| --- | --- | --- |
| Public meeting;  District served peanut butter |  | Committee meeting: Administrative Procedures, training, communication ,etc. work |
| September 4th Thursday 4:30-6:00 pm |  | September 18th Thursday 4:30-6:00 pm |
| October 2nd Thursday 4:30-6:00 pm |  | October 16th Thursday 4:30-6:00 pm |
| November 6th Thursday 4:30-6:00 pm |  | ?? November 20th Thursday 4:30-6:00 pm |
| December 4th |  |  |
| January??? 8th???? ( 1st is a holiday) |  |  |
| February 5th | Consider 3rd Thursday for public meeting to analyze survey data |  |
| March 5th | Consider 3rd Thursday for public meeting after town hall/prior to PN&P |  |
| April 9th ? ( 2nd is spring break) |  |  |